



CATERHAM
SCHOOL

SPORTS CENTRE RECEPTIONIST

To start:
September 2026



ABOUT CATERHAM

We are a highly successful and ambitious school but, above all else, Caterham is a warm and welcoming community where each member is nurtured and encouraged to flourish.

Caterham is consistently recognised as one of the leading co-educational schools in the country. We are committed to providing an environment in which all pupils are challenged to be the best they can be, and one in which pastoral care and well-being underpin academic, co-curricular and sporting excellence.

We believe in providing an education for life for all Caterhamians and we seek to ensure that the learning experience at our school blends the best of tradition with the exciting opportunities provided by new technology. Learning how to learn is a key facet of a Caterham education and is an essential skill for life in the twenty-first century. We believe that a truly excellent school is about more than academic

achievement alone: it is also about developing a passion for learning; a capacity for independent and critical thinking; self-awareness and resilience; self-confidence without arrogance and genuine interests that extend beyond the confines of the classroom.

At Caterham School we focus on developing the whole person, aiming to ensure that each pupil leaves here ready for the challenges of life at university and beyond, and understanding their responsibilities towards others. We want our pupils to leave Caterham well equipped to engage positively with a rapidly changing world as accomplished problem solvers and innovators, confident in their ability to lead and with a clear appreciation of and respect for the views and potential of others.



THE RECEPTIONIST ROLE AT CATERHAM

We are looking to recruit a part time receptionist to join our friendly Sports Centre team. The successful applicant will provide high quality, friendly and efficient service to Sport Centre users, ensuring a safe and welcoming and professional environment. The role will be front facing dealing with members, school staff and pupils and therefore requires high standards of customer service. The role will be part time for 20 hours per week. The shifts include mornings, evenings and weekends with some opportunities for overtime in the daytime during the school holidays.

Key responsibilities:

- Support the smooth running of the centre as the first point of contact for members and visitors on the main reception desk.
- Ensure members sign in and access doors are monitored and managed safely and correctly.
- Provide exceptional and efficient customer service to all members and visitors.
- Field enquires regarding membership, sports academies, holiday camps and facility lettings and pass on to the relevant department as required.
- Administrative duties including membership sign ups, communications to members, updating signage, social media and websites.
- Manage and take payments for adhoc bookings.
- Help us create a friendly, relaxing and professional environment.

Skills, Experience and Qualifications

- Previous experience in a front of house or customer facing role.
- Experience working with computer booking systems and processing payments.

Personal Attributes

- Good numerical, written and verbal skills.
- Professional telephone manner.
- Competent in Microsoft Word and Excel.
- Ability to work flexibly to meet the needs of the Sports Centre opening hours.
- The ability to deal with customers queries and concerns with tact and sensitivity.
- Able to work calmly and professionally under pressure.

TERMS & BENEFITS

We pride ourselves on the best support and care for our academic and professional services staff – a school is only as strong as those working within it. As such, our staff enjoy a range of benefits and enjoy the strong sense of community that pervades the School.

Hours
The role will be part time role covering 20 hours over 7 days in shifts including mornings, evenings and weekends with some opportunities for overtime in the daytime during the school holidays.

Annual Leave
Five weeks paid annual leave.

Salary
Salary is £14,359 (FTE £26,925).

There is a probationary period of 6 months and the appointment is subject to employment vetting checks including satisfactory references and a Disclosure and Barring Service check.

Continous Professional Development
All staff have access to generous professional development training as part of the School’s performance management process.

Fee Remission
Discount available on school fees. Please contact the HR department for full terms and conditions.

Counselling and Legal Advice Service
A free, confidential 24 hour telephone service available 365 days per year.

Pension Scheme
Staff are eligible to join a stakeholder pension scheme, this includes an employer’s contribution of up to 10%.

Subsidised Sports Centre Membership
Subsidised membership to Caterham School’s Sports Centre with extensive fitness suite, 25 metre indoor pool, sports hall and programme of fitness classes.

Cycle Scheme and Tusker Car Scheme
A salary sacrifice scheme which provides vouchers available for a wide range of suppliers and includes e-bikes and accessories.

Caterham School Benefit Hub
Offering a wide range of discounts across a wide range of global and national brands and local deals.

Cash Plan Scheme
Membership of BHSF Cash Plan Scheme, which reimburses bills for everyday healthcare treatments.



APPLICATION PROCESS

You can complete the application online via the school website at:
<https://www.caterhamschool.co.uk/about/careers/support-staff-vacancies/>

If you have any questions or queries, please contact Vicky Goodwin, HR Officer:
human.resources@caterhamschool.co.uk or call 01883 343028

This appointment is to start September 2026.

Closing date is 9.00am on 31 July 2026.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Caterham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

[caterhamschool.co.uk](https://www.caterhamschool.co.uk)



Inspiring education for life

